

ELIZABETHTOWN COLLEGE

Relevant Finance Group Guidelines

SECTION II: DECISIONS OF THE FINANCE GROUP

Appropriation Decisions

Student Groups requesting funds should allow at least two weeks to process requests of funds. Once the recommendation is made, the Senate Treasurer shall notify the club of the decision and shall appropriate the designated funds to the account of the Student Group requesting.

Appeals

After the decision of the Finance Group is announced, a Student Group wishing to appeal the decision shall have one week to request an appeal. To appeal the appropriation, the Group must arrange for a meeting with the Senate Treasurer to discuss the decision and the appeal request. The Student Group's Treasurer shall then meet with the Finance Group for an appeal hearing. After the appeal hearing, the Finance Group shall make a recommendation, as above, vote on the new recommendation. If the Finance Group passes the new recommendation, then the Student Group shall not have the right to appeal the new decision of appropriation. If the Finance Group does not pass the new recommendation, then the original, appealed appropriation decision shall be upheld and cannot be appealed a second time.

SECTION III. REQUESTING FUNDS

Funding Requests

There will be three types costs of funding requests; Operating Costs, Programming Costs, and Internal Costs.

Requests can be made throughout the year and submitted to the Student Senate Treasurer. Funds are distributed first come, first serve, although timing of the event will be taken into consideration. The form must be given two weeks for process by the Finance Group. The form must be filled out completely and concisely, and include all necessary supporting documents for the costs, or it will be returned. Copies of all receipts pertaining to the request must be submitted to the Student Senate Treasurer no later than two weeks after being spent. Failure to do so will result in rescinding the missing amounts, and a warning. Second incident will result in no funding for one semester. Student groups must also note that Club Council attendance is essential.

To facilitate allocation of funds, the Finance Group requires Student Groups to adhere to several procedures:

- 1) Retrieve forms from www.etownsenate.com
- 2) Items requested must be clearly defined in order for the Finance Group to make informed decisions. Poor or incomplete information will likely have a negative impact on the funding which a group may receive.
- 3) Funding of specific costs are as follows:

Operating Costs (for new groups: < 3 years)

Funded - Copy Services, Office Supplies

Not Funded - Food, Awards, Gifts, Donations, Loans, Fundraisers, Expenses for faculty and/or advisors, Insurance for any reason

Programming Costs (Programs must be open to Student body free of charge)

Funded - Speakers, Performance Groups, Food critical to event,

Not Funded – Prizes

Internal Costs (Closed activities beyond regular group sessions)

Funded - Conferences, Presentations

Not Funded - Food, Non-educational Field Trips

~ Travel requests should have the following specific information attached:

- Destination
- Dates of departure and return
- Number of people participating
- Method of transportation with accurate costs
- Complete mileage
- Hotel information

~ Conference/Competition Expenses

- Travel, lodging, registration, event information, etc. must be attached or the request will be returned.
- Transportation – Mileage should be provided on a round-trip basis. The Finance Committee will recommend funding for transportation only if the round-trip distance exceeds 100 miles, and will only fund mileage over the first 100 miles. Funding will be based on the U.S. General Services Administration's reimbursement rates.
- Lodging – Clubs must look for the cheapest possible lodging. The Finance Committee reserves the right to check other lodging possibilities.

- Registration Fees – A club may request funds for registration fees to events attended for the betterment of the club, its members, and the Elizabethtown College campus. Student Senate will only allocate funds for food if it is included in registration fees.

4) Student Groups will be given an option for an appointment with the Finance Group in order to review the request.

Fundraising Requirements

Clubs are expected to take part in their funding. The level of fundraising efforts will be used by the Finance Group to help determine the funding that the student group should receive.

Clubs are expected to keep all records and receipts from fundraising, and present copies with every request. The Finance Group does not require a set amount of funding per fundraiser, and only takes into consideration the total income of fundraising.

SECTION IV: GENERAL EXPECTATIONS

Responsibilities of Student Groups

Groups who receive funds from the Finance Groups agree to accept the added responsibilities set forth by that agency. Therefore, it is important for all clubs to carry out the following responsibilities:

- Maintain at least 10 actively participating members
- Represent Elizabethtown College properly and professionally in accordance with the overall goals of the College.
- Demonstrate a close working relationship with the Student Group advisor
- Direct energy toward betterment of the College, rather than the club's sole existence.
- Follow all campus policies in accordance with the Student Handbook (ie, alcohol consumption while representing the college)